Classification

REPORTS INVENTORY

SD 100.3

PREPARE IN DUPLICATE

| 1. TITLE OF REPORT (if a fill-in report include Form No.) | | 2. TYPE OF REPORT | X | STATISTICAL |
|---|---|---|---|---|
| CCDB Activity Report | | | X | NARRATIVE |
| | | | | MACHINE-NAME LISTING |

| 3. FUNCTIONAL AREA | | PERSONNEL | | TRAINING | ADMIN. GENERAL |
|---|---|---|---|---|---|
| | X | LOGISTICS | | SECURITY | OTHER (specify) |
| | | MEDICAL | | FINANCE | |

| 4. NO. OF COPIES PREPARED | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | 6. DISTRIBUTION (No. of components not number of copies) |
|---|---|---|
| 2 | Weekly | One |

| 7. FORMAT (memorandum, form computer print-out, etc) | 8. ADP PROCESSING | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT |
|---|---|---|---|---|
| Memorandum | | YES | IF YES GIVE ADP PROCESSING NO. | SDI 7-3 dated 10 February 1966 |
| | X | NO | | |

| 10. PREPARING COMPONENT (include lowest level contributing information to report) | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |
|---|---|
| Requisition Processing Section | |

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| GS-5 | 3.15 | | 2 | | 6.30 | | 52 | | 327.60 |
| GS-13 | 9.13 | | 30 min. | | 4.565 | | 52 | | 237.38 |
| | | | | | | | | TOTAL | 564.98 |

### B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | |
|---|---|---|---|---|
| | | | | |

| TOTAL COSTS PER YEAR | 564.98 |
|---|---|

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by OL Management

## 14. FUTURE GOALS

| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | ESTIMATED SAVINGS | |
|---|---|---|---|
| X RETAIN AS IS | OTHER (explain) | MAN-HOURS | DOLLARS |
| CHANGE | | | |
| DISCONTINUE | | | |

| 16. DATE OF INVENTORY | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | 18. EXTENSION |
|---|---|---|
| 5 October 1970 | Chief, CCDB/SD/OL | |

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FORM 142
9-70

Classification

(22-36-43)